Ministry of

Industry and Entrepreneurship Development

INDUSTRIAL DEVELOPMENT BOARD OF CEYLON

BIDDING DOCUMENT
FOR THE SUPPLY OF SECURITY SERVICES 2027/2028

BID No: T/15/2026

IDB Supply Sample Bid Document T/15/2026 (View Only)
Original Document Purchase - Supply Division

Industrial Development Board of Ceylon
No. 615, Galle Road, Katubedda, Moratuwa.

Invitation for Bids
Industrial Development Board of Ceylon

Supply of Security Services 2027/2028
Contract No: T/15/2026

1. The Chairman, Department Procurement Committee (DPC), on behalf of Industrial Development Board of Ceylon now invites sealed bids from eligible and qualified bidders for supply of security service to the below mentioned places / stations of the Industrial Development Board of Ceylon.

- Head Office - Katubedda
- Centre for the Development of Leather Products & Footwear – Katubedda
- Ceylon Plaza - Katubedda
- CERA – Katubedda
- Rubber Products Development & Services Centre and Electro Plating Centre -Paliyagoda
- Appropriate Technology Research & Development Centre - Pannala
- Industrial Estate - Ekala
- Industrial Estate – Horana
- Industrial Estate – Panaluwa – Homagama
- Industrial Estate - Pallekale
- Industrial Estate – Kaludewala - Matale
- Industrial Estate - Kotagala
- Industrial Estate -Vauniya
- Industrial Estate - Galigamuwa - Kegalle
- Industrial Estate - Achchuveli
- Industrial Estate - Elpitiya
- District Office and Common Services Centre – Matara
- District Office - Monaragala
- District Office – Hambantota
- District Office – Badulla
- District Office Galle & Ceylon Plaza
- Leather Training Center – Imiyangoda
- District Office – Anuradapura
- Industrial Estate – Pannala

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2. Bidders are required to submit separate price quotations for the years 2027 and 2028. The contract will initially be awarded for the year 2027, and may be extended to 2028, subject to the requirements of the IDB and based on the performance of the service provider.
3. Detailed description of the Requirements is given in the bidding document.
4. Bidding will be conducted through National Competitive Bidding Process.
5. Further details can be obtained by calling Assistant Director (Procurement Division) via T.P. No. 011 2605394, 2624846-7 Ext. 146.
6. Bidding Documents may be purchased by interested bidders upon submission of a written request and payment of a non-refundable fee of LKR 12,500.00. Documents will be available from 04/11/2026 to 23/11/2026, on working days during office hours (8:30 a.m. to 3:00 p.m.), at the Below Address. Payment should be made in cash.
7. All bidders should submit a refundable security deposit Rs. 900,000.00 obtained from recognized commercial bank operating in Sri Lanka and approved by the Central Bank of Sri Lanka or by cash.
8. Accordingly, parties who are interested in supplying of security service should submit bids including all details of security service. When submitting bids, two copies of the bids should be prepared as the 'original'

and the 'copy' and should be enclosed in separate sealed envelopes and should mention 'original' and the 'copy' on those envelopes. Both envelopes should be included in a single envelope, sealed, and submitted.

9. Supplying of Security Services 2027/2028' should be stated on the top left-hand corner of the envelope carrying the bid.

10. Bids must be delivered to:

    Chairman,
    Department Procurement Committee (Major)
    Industrial Development Board of Ceylon,
    No. 615, Galle Road,
    Katubedda, Moratuwa.

    on or before 11.30 a.m. on 25/11/2026. Late bids and electronic submissions will not be accepted and will be rejected.

11. Bids will be opened immediately after the closing time at the Board Room. Bidders or their authorized representatives may attend the bid opening.

12. Pre-Bid Meeting will be held at 10:30 a.m. on 17/11/2026 at 10.00 a.m. in Board room - IDB Head office.

13. Industrial Development Board of Ceylon will not be responsible for any costs or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.

Chairman,
Department Procurement Committee (Major)
Industrial Development Board of Ceylon,
No. 615, Galle Road,
Katubedda,
Moratuwa.

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Section I
Instructions to Bidders

A. GENERAL

1. Scope of the Bid

1.1 The employer, as defined in the section II - bidding data, invites bids for the Services, as described in the Section VI - employer's requirements. The name and identification number of the contract is provided in the section II - bidding data

1.2 The successful bidder will be expected to complete the performance of the services by the Intended completion date provided in the section II - bidding data.

2. Qualification and experience of the bidder

2.1 All bidders shall submit duly filled and signed form of bid and qualification information given in the section III.

2.2 As stated in the section II - bidding data, all bidders shall include the following information and documents with their bids.

(a) List of services performed in the last five years; (With certifications from the clients)

(b) Details of key personnel proposed for the contract, meeting the following minimum Criteria:

• Age: Between 18 and 60 years of age

(If, in any case, you intend to provide a security officer above the age of 60, you must obtain prior approval from the IDB.)

• Must be in good physical and mental health

(c) The bidders should comply with the statutory requirements including EPF and ETF payment given in the wages board ordinance and evidence should be submitted.

(e) Other information requested in section II - bidding data.

3. Cost of bidding

The bidder shall bear all costs associated with the preparation and submission of his/ her bid, and the employer will not be liable or responsible for those costs.

4. Site visit

Bidders are strongly encouraged to visit and inspect the site and its surroundings at their own cost and responsibility prior to bid submission. The purpose of the visit is to obtain all necessary information for preparing an accurate and competitive bid.

Date: ..... Signature of the Bidder: .....

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B. BIDDING DOCUMENT

5. Content of the bidding document

Section I	Instructions to Bidders
Section II	Bidding data
Section III	Forms of Bid, Qualification Information and Detailed Price Schedule
Section IV	Conditions of Contract
Section V	Details of the Contract
Section VI	Employer's Requirement
Section VII	Activity Schedule
Section VIII	Security Form
Section IX	Detailed Price Schedule

6. Pre – Bid Meeting

A pre-bid meeting will be held on 17/11/2026 at 10.30 a.m. in the IDB Head Office premises to provide clarifications to potential bidders.

C. PREPARATION OF BIDS

7. Language of bid

The bid and all other correspondence in relation to the bid shall be in English Language.

8. Documents comprising of bid

The bidder shall submit the bid under two sealed envelopes as ORIGINAL and DUPLICATE:

The two covers shall then be enclosed and sealed in an outer envelope and shall;

(i) be addressed to the employer at the address provided in the section II - bidding data,

(ii) bear the name and identification number of the contract as defined in section II -

bidding data, on the top left hand corner of the envelope.

9. Currency of bid and payment

10. Bid validity

Bids shall remain valid for the period specified in the bidding data (91 days).

11. Bid security

11.1 The bid Security specified in section II - bidding data, shall be irrevocable and unconditionally cashable upon the 1st written request by the employer and the value is Rs. 900,000.00.

11.2 Any bid not accompanied by an acceptable bid security shall be rejected by the employer.

Date: ..... Signature of the Bidder: .....

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11.3 The bid security of unsuccessful bidders will be returned after the successful bidder signs the agreement and furnishes required performance security.

11.4 The bid security of the successful bidder will be released after the bidder signs the agreement and furnishes the required performance security.

11.5 The bid security may be forfeited:

- if the bidder withdraws the bid after bid opening during the period of bid validity;
- if the bidder does not accept the correction of the bid price, pursuant to clause 19; or
- if the successful bidder, fails to: sign the contract; or furnish the required performance security.

11.6 Bid Security can be provided with Bank Guarantees issued by a commercial bank approved by the Central Bank of Sri Lanka, which is operating in Sri Lanka or a refundable cash deposit to the Industrial Development Board of Ceylon.

D. SUBMISSION OF BIDS

12. Sealing and marking of bids

12.1 The outer envelope prepared in accordance with sub-clause 8 shall be addressed to the below address and bear the name and identification number on the top left-hand corner of the envelop of the contract as defined in the bidding data

Chairman
Department Procurement Committee (Major)
Industrial Development Board of Ceylon
No. 615, Galle Road,
Katubedda,
Moratuwa.

12.2 The envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened if required.

12.3 If the envelope is not sealed and marked as above, the employer will not be responsible for the misplacement or premature opening of the bid.

13. Deadline for submission of bids

13.1 Bids shall be delivered to the employer at the address specified above no later than the time and date specified in the bidding data.

13.2 Employer may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the parties previously subject to the original deadline will then be subject to the new deadline.

13.3 A pre-bid meeting will be held at 10:00 a.m. on 17/11/2026 at the IDB Head Office in order to clarify any concerns.

14. Late Bids

Bids must be delivered on or before 11.30 a.m. on 25/11/2026. Any bids received after the deadline will be returned unopened to the bidder.

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Date: ..... Signature of the Bidder: .....

E. BID OPENING AND EVALUATION

15.Bid opening

15.1 The employer will open the envelope marked, ORIGINAL, in the presence of bidders' or his designated representatives authorized (in writing) by the original bidder to attend at the time, date, and location stipulated in the bidding data. The bidder, his/her representative who is present shall confirm their attendance by signing the attendance sheet.

15.2 The bidders' name, the presence (or absence) of bid security, the presence (or absence) of the nonrefundable tender fee and any such other details as the employer may consider appropriate, will be announced by the employer at the opening.

16. Clarification of bids

To assist in the examination, evaluation, and comparison of bids, the employer may, at the employer's discretion, request any bidder for clarification of the bidder's bid, including breakdowns of the prices in the activity schedule, and other information that the employer may require. The request for clarification and the response shall be in writing, but no change in the price or substance of the bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the employer in the evaluation of the bids.

17. Examination of bids and determination of responsiveness

17.1 Prior to the detailed evaluation of bids, using the information provided in "ORIGINAL" envelope 1, the employer will determine whether each bid (a) is accompanied by the required securities; and (b) is substantially responsive to the requirements of the bidding documents.

17.2 If a bid is not substantially responsive, it will be rejected by the employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

18. Evaluation of bids

18.1 The employer will evaluate and compare only the bids determined to be qualified as substantially responsive

18.2 Before evaluating the ORIGINAL bid, the employer will determine whether the bid is signed properly.

18.3 The employer evaluates the ORIGINAL bid on the basis of their responsiveness to the employer's requirements, applying the evaluation criteria.

19. Evaluation of bid price

The employer will determine for each bid the evaluated bid price by adjusting the bid price as follows:

a) correcting the arithmetical errors

(Bids determined to be substantially responsive will be checked by the employer for any arithmetic errors. Arithmetical errors will be rectified by the employer as per the procurement guidelines, If the bidder does not accept the corrected amount, the bid will be rejected, and the bid security may be forfeited)

b) applying any discounts offered by the bidder.

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Date: ..... Signature of the Bidder: .....

F. AWARD OF CONTRACT

20. Employer's right to accept any bid and to reject any or all bids

The employer reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the employer's action.

21. Award criteria

Subject to clause Number 22, the employer will award the contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has offered the lowest evaluated bid prices using the selection criteria given in bidding data.

22. Notification of award and signing of agreement

The bidder whose bid has been accepted will be notified in writing by the employer prior to expiration of the bid validity period.

23. Performance security

As requested in the bidding data, within 14 days after receipt of the Letter of Award, the successful bidder shall deliver to the employer a performance bond in the amount and in the form of bank guarantee from a recognized bank as stipulated in the section V - contract data, denominated in the type and proportions of currencies in the letter of award and in accordance with the general conditions of contract (refer section V - contract data).

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Date: ..... Signature of the Bidder: .....

Section II
Bidding data

1. Employer Information
   Employer : Industrial Development Board of Ceylon
   Contract Name : Supply of Security Services 2027/2028
   Contract Number : T/15/2026

2. The initial contract period shall be one (1) year from the commencement date. The Employer reserves the right to extend the contract for an additional one (1) year, subject to operational requirements and satisfactory performance by the Contractor.

3. Bidders shall include the following documentation and information with their bids. Failure to provide any of the following may result in rejection of the bid:

   i. Business Profile
   - ➢ Total number of security officers currently employed
   - ➢ Details of senior management and additional administrative/support staff
   - ➢ If the applicant is a private company, personal addresses of all directors must be disclosed in writing to the Chairman, procurement committee of Industrial Development Board.

   ii. List of services in similar capacity and contracts performed in the last five years
   iii. Reference letters from clients on bidder's past performance
   iv. Letter from the Ministry of Defense to prove that the security firm has been provided with a license.
   v. Details of VAT registration (VAT registration Certificate)
   vi. Audited financial statements of at least 3 years should be submitted along with the bidding documents. The bidder should have adequate liquidated assets/ banking facilities for cash flow management.
   vii. Business registration certificate.
   viii. Evidence of comply with the statutory requirements including EPF and ETF payment.
   ix. Age Range of Proposed Security Officers
   x. Duly completed Non-Collusion Affidavit (Refer Annexure I).
   xi EPF Registration number
   xi Number of current employees of the company (should be proved with acceptable document)

4. The period of bid validity shall be 91 Days.
5. The amount of bid security is Rs. 900,000.00. The bid security shall be valid up to 24/03/2027 (28 days beyond the Bid/Proposal validity date)
6. The employer's address for the purpose of bid submission is

   Chairman
   Department Procurement Committee (Major)
   Industrial Development Board
   No. 615, Galle Road, Katubedda,
   Moratuwa.

   For identification of the bid, the envelopes should indicate
   Contract Name : Supply of Security Services 2027/2028
   Contract Number : T/15/2026

Date: ..... Signature of the Bidder: .....

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7. The deadline for submission of bids shall be at 11.30 a.m. on 25/11/2026 (Ref. 13.1 D. SUBMISSION OF BIDS)

8. Bids will be opened at 11.30 a.m. on 25/11/2026 at the following address (Ref. 15.1 E. BID OPENING AND EVALUATION)

Industrial Development Board of Ceylon
No. 615, Galle Road, Katubedda,
Moratuwa.

9. Criteria for evaluation of qualifications and experience; (Ref. 2 A GENERAL and 3 BIDDING DATA, SECTION II)

	Criteria/Requirements	**Maximum %**
1	Total monthly cost submitted	
2	Years of operation since company registration	
3	Number of employees currently employed	
4	Age range of proposed security officers	
5	Satisfactory service testimonials and/or awards	
6	List of services in similar capacity and contracts performed in the last five years	
7	Financial capability (liquidity, audited statements)	
	Total Marks	

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Date: ..... Signature of the Bidder: .....

Section III

Form of Bid

Name of Contract: Supply of Security Services 2027/2028
Contract Number : T/15/2026

To: Chairman, Department Procurement Committee (Major), Industrial Development Board of Ceylon, No. 615, Galle Road, Katubedda, Moratuwa.

Dear Sir,

Having agreed with the conditions of the bidding document and the sections I to IX therein, I/We the undersigned, offer to provide the security service for the Industrial Development Board of Ceylon as laid down in contract, T/15/2026 at price of Rs..... cents ..... (amount in figures) without VAT, (Rupees) ..... cents .....(amount in words) .....……

…….....……(without VAT)

I/We acknowledge section III.

Registered name of the bidder:

Address of the bidder:

Telephone: Email :

VAT Registration Number : (if any)

Name and title of the authorized signatory:

Signature:

Rubber Stamp:

Date: ..... Signature of the Bidder: .....

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Qualifications of the bidder

i. Business Profile

➢ Total number of security officers currently employed

➢ Details of senior management and additional administrative/support staff

➢ If the applicant is a private company, personal addresses of all directors must be disclosed in writing to the Chairman, procurement committee of Industrial Development Board.

ii. List of services in similar capacity and contracts performed in the last five years

iii. Reference letters from clients on bidder's past performance

iv. Letter from the Ministry of Defense to prove that the security firm has been provided with a license.

v. Details of VAT registration (VAT registration Certificate)

vi. Audited financial statements of at least 3 years should be submitted along with the bidding documents. The bidder should have adequate liquidated assets/ banking facilities for cash flow management.

vii. Business registration certificate.

viii. Evidence of comply with the statutory requirements including EPF and ETF payment.

ix. Age Range of Proposed Security Officers

- The bidder must clearly indicate the age range of the security personnel proposed for deployment under this contract. All personnel must be:
- (If, in any case, you intend to provide a security officer above the age of 60, you must obtain prior approval from the IDB.)

x. Duly completed Non-Collusion Affidavit (Refer Annexure I).

xi EPF Registration number

xi Number of current employees of the company (should be proved with acceptable document)

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Date: ..... Signature of the Bidder: .....

Date: .....

Signature of the Bidder: .....

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Industrial Development Board of Ceylon

Security Staff Requirement at Locations in each Station

Locations required security services		O.I.C.		Senior Security Officer		Junior Security Officer		Lady Security Officer		Total			Remarks
		Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	Total	
1	IDB Head Office, Katubedda.	1	-	-	1	3	2	1	-	5	3	8	
2	Centre for Development of Leather Products & Footwear - Katubedde	-	-	-	-	1	1	1	-	2	1	3	
3	Ceylon Plaza Sales Centre – Katubedda	-	-	-	-	-	-	1	-	1	0	1	
4	Centre of Excellence in Robotic Application (CERA) – Katubedda	-	-	-	-	2	2		-	2	2	4	
5	Rubber Products Development & Services Centre & Electroplating Centre at	1	-	-	1	1	1	1	-	3	2	5	
6	Appropriate Technology Research & Development Centre Pannala	-	-	1	1	1	1	-	-	2	2	4	
7	Industrial Estate Ekala	1	-	-	1	3	4	-	-	4	5	9	
8	Industrial Estate Horana	-	-	-	1	1		-	-	1	1	2	
9	Industrial Estate Panaluwa (Homagama)	-	-	-	1	2	1	-	-	2	2	4	
10	Industrial Estate Pallekelle	1	-	-	1	3	2	-	-	4	3	7	
11	Industrial Estate Kaludawela (Matale)	-	-	-	-	1	1	-	-	1	1	2	
12	Industrial Estate - Kotagala (N'Eliya)	-	-	-	-	1	1	-	-	1	1	2	
13	Industrial Estate - Vavuniya	-	-	-	-	1	1	-	-	1	1	2	
14	Industrial Estate Galigamuwa (Kegalle)	-	-	-	-	1	1	-	-	1	1	2	

15	Industrial Estate Attchuvelli	-	-	1	1	1	1	-	-	2	2	4		
16	Industrial Estate Elpitiya	-	-	1	1	1	1	-	-	2	2	4		
17	District Office & Common Services Centre - Matara	-	-	-	-	1	1	-	-	1	1	2		
18	District Office - Monaragala	-	-	-	-	1	1	-	-	1	1	2	Day shifts are permitted only on weekends and other public holidays at these district offices.	
19	District Office - Hambantota	-	-	-	-	1	1	-	-	1	1	2		
20	District Office - Badulla	-	-	-	-	1	1	-	-	1	1	2		
23	District Office – Anuradhapura	-	-	-	-	1	1	-	-	1	1	2		
21	District Office Galle and Ceylon Plaza Sales Centre	-	-	1	-		1	-	-	1	1	2		
22	Leather Training Centre – Immiyangoda	-	-	-	-	1	1	-	-	1	1	2		
24	Industrial Estate Pannala	-	-	1	1		1	-	-	1	2	3		
Sub total		4	-	5	10	29	28	4	0	42	38	80		
Total		-	4	-	15	-	57	-	4	-	-	80		

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Date: .....

Signature of the Bidder: .....

Section IV - Detailed Price Schedule and Offer Form

Description			OIC	SSO	JSO	LSO
	Number of Days per year	**Number of officers Requirement**	4	15	57	4
Normal week Day	243	Minimum daily average labour cost per shift	.....	.....	.....	.....
		Number of shift per year	972	3645	13771 (see note below)	972
		Minimum annual average labour cost	.....	.....	.....	.....
Shortend Working Day (Saturday)	52	Minimum daily average labour cost per shift	.....	.....	.....	.....
		Number of shift per year	208	780	2964	208
		Minimum annual average labour cost	.....	.....	.....	.....
Week end Day (Sunday)	52	Minimum daily average labour cost per shift	.....	.....	.....	.....
		Number of shift per year	208	780	2964	208
		Minimum annual average labour cost	.....	.....	.....	.....
Poya Day	12	Minimum daily average labour cost per shift	.....	.....	.....	.....
		Number of shift per year	48	180	684	48
		Minimum annual average labour cost	.....	.....	.....	.....
Governmnt Holidays	6	Minimum daily average labour cost per shift	.....	.....	.....	.....
		Number of shift per year	24	90	342	24
		Minimum annual average labour cost	.....	.....	.....	.....
Grand Total		(for 365 Days)	.....	.....	.....	.....

(Total cost for OIC, SSO, JSO and LSO) .....

NBT .....

Add : VAT .....

Grand Total .....

Special Note 1	**Number of shift for JSO for normal working days per year**	number of normal week days x number of JSO officers required - number of day shifts not assigned for District Office

Special Note 2	**"Minimum daily average labour cost " refers to**
	In accordance with Act No. 11 of 2025, the National Minimum Wage of Workers (Amendment) Act, and as stated in Extraordinary Gazette No. 2486/9 dated 28 April 2026, the term "Minimum daily average labour cost " refers to the total of the following components of Minimum salary, Holiday payments, Overtime payments, Employees Provident Fund (EPF), contributions and, Employees' Trust Fund (ETF) contributions.

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Date: .....

Signature of the Bidder: .....

VAT Registered Number: .....

Notes.

• For the purposes of this bid, a standard month is considered to consist of 30 days, broken down as follows:,

➢ 20 Weekdays

➢ 8 Weekend days

➢ 2 Other holidays

• Security Officer Requirements: When filling out the price schedule, please refer to the security officer requirements mentioned on page 33 of this document.

• Shift Details:

➢ OIC (Officer in Charge) will work 12-hour shifts.

➢ JSO (M) (Junior Security Officer-Male) will work 12-hour shifts.

➢ JSO (F) (Junior Security Officer-Female) will work 10-hour shifts.

(Day Time – 7.00 a.m. to 7.00 p.m. and Night Time- 7.00 p.m. to 7.00 a.m.)

Hereby declare that, based on the prices submitted above, I agree to provide security services for the Industrial Development Board as per the terms and conditions outlined in this document.

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Date : …….. Signature with rubber seal : ……

Section V
Conditions of Contract

1. General provisions

1.1 Definitions

Qualification experience of the bidder

Unless the context otherwise requires, the following terms whenever used in this contract have the following meanings:

a) "Activity Schedule" is the priced and completed list of items of services to be performed by the service provider forming part of his bid;
b) "Completion Date" means the date of completion of the services by the service provider as certified by the employer
c) "Contract" means the contract signed by the parties, to which these conditions of contract (CC) are attached, together with all the documents listed in bidding document.
d) "Contract Price" means the price to be paid for the performance of the services, in accordance with the form of bid.
e) "Employer" means the party who employs the service provider
f) "Party" means the employer or the service provider, as the case may be, and "Parties" means both of them;
g) "Personnel" means persons hired by the service provider as employees and assigned to the
h) performance of the services or any part thereof;
i) "Service Provider" is a person or corporate body whose bid to provide the services has been accepted by the employer;
j) "Service Provider's Bid" means the completed bidding document submitted by the service provider to the employer
k) "Employer's Requirements" means the employer's requirements of the service included in the bidding document submitted by the service provider to the employer
l) "Services" means the work to be performed by the service provider pursuant to this contract.

1.2 Applicable law

The contract shall be interpreted in accordance with the laws of the Socialist Democratic Republic of Sri Lanka.

1.3 Language

This contract has been executed in the English Language.

1.4 Notices

Any notice, request or consent made pursuant to this contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent by registered mail, to such party at the address specified in the contract data.

1.5 Location

The services shall be performed at such locations as are specified in section VI, in the employer's requirements and where location of a particular task is not so specified, at such locations, as the employer may approve (number of staff specified in section VII).

1.6 Authorized representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this contract by the employer or the service provider may be taken or executed by the officials specified in the contract data.

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Date: ..... Signature of the Bidder: .....

2. Commencement, Completion

2.1 Effectiveness of contract

This contract shall come into effect on the date the contract is signed by either parties or such other later date as may be stated in the contract data section V.

2.2 Starting date

The service provider shall start carrying out the services from the date the contract becomes effective, or at such other date as may be specified in the contract data.

2.3 Contract period

The initial contract period shall be one (1) year from the commencement date. The Employer reserves the right to extend the contract for an additional one (1) year, subject to requirements of the IDB and satisfactory performance by the Contractor.

3. Obligations of the service provider

3.1 General

The service providers shall perform the services in accordance with the employer's requirements and the activity schedule, and carry out their obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods.

3.2 Confidentiality

The service provider and the personnel shall not either during the term or after the expiration of this contract, disclose any proprietary or confidential information relating to the project, the services, this contract, or the employer's business or operations without the prior written consent of the employer.

3.3 Service providers' actions requiring employer's prior approval

The service providers shall obtain the employer's prior approval in writing before taking any of the following actions:

(a) changing the program of activities; and

(b) any other action that may be specified in the contract data.

3.4 Performance security

The service provider shall provide the performance security to the employer no later than the date specified in the letter of acceptance in an amount equal to the amount as given in contract data. The performance security shall be issued in an amount and form and by a bank approved by the Central Bank of Sri Lanka. The security shall be valid till twenty-eight (28) days beyond the intended completion date of the Service Contract.

4. Service provider's personnel

4.1 Personnel Information and Requirements

Within seven (07) days of signing the agreement, the service provider shall submit the following details for all personnel assigned to carry out the contracted services:

- ➢ Full Name
- ➢ Residential Address
- ➢ National Identity Card (NIC) Number
- ➢ Job Title/Designation
- ➢ Job Description
- ➢ Estimated Duration of Engagement

The above information shall be submitted to the Employer for verification and record purposes.

In addition, the service provider must be prepared to submit the following documents for each member of the security staff:

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Date: ..... Signature of the Bidder: .....

- A Grama Niladhari Certificate certified by the Divisional Secretary, and
- A Police Clearance Certificate

These documents are required to ensure the reliability and integrity of personnel assigned to sensitive security duties. These documents should be submitted to the relevant officers of the IDB when requested.

4.2 Removal and/or replacement of personnel

a) In case of replacement of personnel or engaging new personnel, the service provider should acknowledge the employer with all relevant details given under clause 4.1before replacement or engaging.
b) If the employer finds that any of the personnel have
    a. committed serious misconduct or have been charged with having committed a criminal action, or
    b. have reasonable cause to be dissatisfied with the performance of any of the personnel, then the service provider shall, at the employer's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the employer.
c) The service provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of personnel.

5. Obligations of the employer

5.1 Change in the applicable law

If, after the date of this contract, there is any change in the applicable law with respect to taxes and duties which increases or decreases the cost of the services rendered by the service provider, then the payment and reimbursable expenses otherwise payable to the service provider under this contract shall be increased or decreased accordingly by agreement between the parties, and corresponding adjustments shall be made to the amounts.

6. Payments to the service provider

6.1 Service provider will get a monthly payment after checking their attendance register.

6.2 Payments will be made to the service provider and according to the payment schedule stated in the contract data

7. Termination

Industrial Development Board have the power to terminate the contract agreement upon the occurrence of one or more of the following events.

7.1 Providing accommodation to unauthorized individuals or outsiders within the premises.

7.2 Failure to properly sign attendance or arrival registers as required.

7.3 Presence of unauthorized persons on the premises

7.4 Forgery of signatures or falsification of any official documents.

7.5 Failure to employ the number of security officers specified in the contract

7.6 Security personnel found to be under the influence of alcohol, narcotics, or tobacco while on official duty.

7.7 Failure by security personnel to adequately inspect bags, parcels, or other items of persons entering or exiting the premises.

7.8 The contractor's failure to respond, within ten (10) working days, to a written notice issued by the Industrial Development Board specifying the breach of contract and the corrective actions required.

7.9 Misuse of IDB property or office space, or any action or omission by the contractor's personnel that compromises the safety and security of the IDB or its affiliated institutions.

8. Settlement of dispute

8.1 Amicable settlement

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this contract or its interpretation.

Date: ..... Signature of the Bidder: .....

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8.2 Dispute settlement

(a) Any dispute arises between the employer and the service provider in connection with, or arising out of, the contract or the provision of the services, whether during carrying out the services or after their completion, which was no settled amicably in as with sub clause 8..1 above, shall be finally settled by arbitration in accordance with Arbitration Act No 11 of 1995.

9. Extension of contract period

The Department Procurement Committee, with the written consent of the Contractor, reserves the right to extend the duration of the contract beyond the originally agreed term. Any such extension shall be formalized through a written amendment to the agreement.

10. Liability under the Workmen's Compensation Ordinance

The Chairman to the Department Procurement Committee shall not be liable for any claim made by or in respect of any employee of the Contractor under the Workmen's Compensation Ordinance No. 19 of 1934 or any statutory amendment thereto.

11. Losses Due to Theft or Damage

In the event of loss or damage to government property or assets within the area assigned for security—whether due to theft, negligence, or otherwise—the Contractor shall be held fully accountable. In addition to reimbursing the full assessed value of the loss or damage, a 25% surcharge (inclusive of government levies) shall be imposed on the Contractor.

12. Tax Obligations

The Contractor shall be solely responsible for the payment of all applicable taxes, levies, and statutory dues in accordance with the regulations of the Inland Revenue Department and any other relevant authorities

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Date: ..... Signature of the Bidder: .....

Section VI
Details of the Contract

The contract name is Supply of Security Services 2027/2028
The employer is The Chairman, Industrial Development Board of Ceylon
The service provider is …….

The address is:

The Chairman,
Industrial Development Board of ceylon
No 615, Galle Road,
Katubedda,
Moratuwa.

Service provider:
……..
…….
……
…….
Tele:
Fax:
The date on which this contract shall come into effect is [date]. (Ref. 2.1 Commencement, Completion, …..)
The starting date for the commencement of services is [date].] (Ref. 2.2 Commencement, Completion,…)
The intended completion date of service is [date]. ((Ref. 2.3 Commencement, Completion, …..)
Performance guarantee shall be ten percent (5%) of the contract price (Ref. 3.4 3. Obligations of the Service Provider)
The contract price is Sri Lankan Rupees (Ref. 6.2 Payments to the Service Provider)
Payments shall be made on monthly basis according to the quality of service. Service Provider's performance and allocation of security guards are proposed by the service provider in the activity schedule.

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Section VII
Employer's Requirements

A.1 Scope of the work

The service provider should ensure the security of all locations given in page no 14 and 15.

1. 1.Bidder should indicate the cost of services as follows
   (a) Amount charged for an OIC shift of 12 hours.
   (b) Amount charged for a security guard (JSO (M)) per shift of 12 hours.
   (c) (C) Amount charged for a security guard (JSO (L)) per shift of 10 hours.
   (d) (No security personnel shall be assigned to duty for more than 24 consecutive hours under any circumstances, If a continuous presence of a single officer is required, it shall not exceed two consecutive shifts, subject to prior approval from the Employer. Female security officers shall be assigned to daytime duties only, in accordance with employment regulations and safety protocols.)
2. All the staff engaged by the bidder should be properly attired in uniforms (shoes, caps etc.) while on duty.
3. The contractor shall provide all staff with necessary equipment to perform their duties effectively, including but not limited to:
   (a) ➢ Raincoats (during inclement weather),
   (b) ➢ Torches/flashlights (for night shifts or poorly lit areas),
   (c) ➢ Any other equipment required.
4. The Industrial Development Board of Ceylon reserves the right to request the immediate withdrawal or replacement of any security personnel, without providing a reason. The contractor shall comply with such requests promptly.
5. All personnel deployed by the contractor must strictly adhere to the operational instructions and guidelines issued by the Industrial Development Board of Ceylon or its authorized representatives.
6. Security services shall be provided 24 hours a day, ensuring full staffing for all shifts. The contractor must assign an adequate number of qualified personnel to each duty location as specified in the Activity Schedule.
7. Failure to meet this requirement will result in deductions from the monthly invoice and/or imposition of penalties, as outlined below.
   (a) ➢ Absence of security officer from duty - Deduction of one day's wage per absent officer.
   (b) ➢ Officer not reporting for duty without substitution - Deduction of one day's wage per incident,
   (c) ➢ Non-compliance with uniform requirements - Deduction of LKR 50 per day per non-compliant officer
8. Additionally, in situations where a security officer needs to temporarily leave their post (e.g., to obtain meals), it is the responsibility of the contractor to assign a substitute officer before the individual is released. No duty post shall remain unattended at any time.
9. Bidders should provide monthly bill for performing every location given in the activity schedule. Payments will be made on a monthly bill according to the actual work done within the first week of the subsequent month.
10. All security guards should be in good health condition and should be between the ages of 18 and 60 years with good language skills. If, in any case, you intend to provide a security officer above the age of 60, you must obtain prior approval from the IDB.
11. The security service provider shall assume responsibility for the security of the premises of the institution that undertakes security services and all immovable and movable property and assets located therein. No approval will be given for activities such as consuming the plants and herbs or fruits within the premises.
12. The service provider shall supply all necessary stationery and record-keeping materials required for maintaining logs and documentation related to security operations.
13. The security service provider must employ at least the number of officers included in activity schedule.

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14. IDB reserves the right to increase or decrease the number of deployed officers depending on operational needs.
15. Security officers employed under this contract must not be close relatives of staff members of the Industrial Development Board of Ceylon or affiliated institutions. Violations may lead to disqualification or termination of services.
16. The gates of the premises must remain securely locked at all times, except during approved operational hours. Strong key sets, iron chains, and other locking devices required for this purpose will be provided by the relevant division of the Industrial Development Board.
17. No person shall be allowed to bring alcohol, cigarettes and drugs into the premises of the Industrial Development Board of Ceylon, nor shall any non-authorized persons be allowed to bring weapons or enter for trading purposes.
18. Security officers should not engage in official duties under the influence of alcohol, tobacco, or drugs.
19. The employer will not bear any responsibility for payments of EPF and ETF to service provider's security guards and the service provider should take all the responsibilities and actions to pay EPF and ETF according to labour regulations.
20. All staff employed by the contractor must be paid at or above the prevailing Minimum daily average labour cost as per applicable labour laws and regulations.
21. The contractor is contractually bound to ensure that security services are provided in strict adherence to all terms and conditions outlined in the agreement. This includes full responsibility for the security of all personnel, properties, and assets under the scope of service.
22. If the security services provided are found to be unsatisfactory or not in compliance with contractual terms, IDB reserves the right to terminate the contract prior to the agreed expiration date without incurring any liability.
23. Under any Conditions any Security officer should not work for more than 24 hours continuously.
24. Minimum wage should be paid under the National Minimum Wage of Workers (Amendment) Act. No. 11 of 2025.

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SECTION VIII
Security Form
Format for Bid Security

[This bank Guarantee form shall be filled in accordance with the instructions indicated in brackets] ----------

- [Insert issuing agency's name and address of issuing branch or office]

Beneficiary: ---------- [name and address of Employer/ Purchaser shall be inserted by the PE]

Date: ---------- [Insert (by issuing agency) date]

BID GUARANTEE No.: ---------- [Insert (issuing agency) number]

We have been informed that ---------- [Insert (issuing agency) name of the bidder; if a Joint Venture, list complete legal names of partners] (hereinafter called "the bidder") has submitted to you its bid dated ---------- [Insert (issuing agency) date] (hereinafter called "the bid") for the execution/supply [select appropriately] of [Insert name of contract] under invitation for bids No. ---------- [Insert IFB number] ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ---------- [Insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ---------- [Insert amount in figures] ---------- [Insert amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder,

(a) has withdrawn its Bid during the period of bid validity specified; or

(b) does not accept the correction of errors in accordance with the instructions to Bidders (herein after "the ITB") of the IFB; or

(c) having been notified of the acceptance of its Bid by the Employer/Purchaser during the period of bid validity, (i) fails or refuses to execute the contract form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to ---------- (Insert date)

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date ----------.

[signature(s) authorized representative(s)]

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CHECKLIST FOR SUBMISSION OF DOCUMENTARY EVIDENCE WITH THE BIDDING DOCUMENT

No	Required Document	Weather submitted or not
1	Letter from Ministry of Defense to prove that the security firm has been provided with a license	
2	List of services performed in the last five years	
3	Reference letters from clients on bidder's past performance	
4	Bid security	
5	Audited financial statements of at least 3 years	
6	Proof documents for EPF and ETF payment	
7	Business Registration	
8	Details of VAT registration (if any)	
9	Business Profile (Number of security officers employed in your company Details of senior officers and additional staff, If the application is submitted by a private company, the applicant must notify the Industrial Development Board of the personal addresses of all directors of that company)	
10	Age range of security officers to be provided	
11	Duly completed Non-Collusion Affidavit	

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Non-collusion Affidavit

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

i. That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
ii. That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and
iii. That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

……

Signature of the Declarant

The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto before me on this …. day of … at … BEFORE ME,

……

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

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Submission of Security Deposit

Supply of Security Services 2027/2028

Industrial Development Board of Ceylon

Please note that a refundable security deposit of Rs. 900,000.00 is required. This deposit must be obtained either:

• from a recognized commercial bank operating in Sri Lanka and approved by the Central Bank of Sri Lanka,

or

• submitted in cash.

The security deposit should be addressed to:

Chairman,
Industrial Development Board of Ceylon
No. 615, Galle Road,
Katubedda
Moratuwa.

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